

MEMORANDUM

TO: Registered Health Facilities, Manufacturers, Distributors, Long Term Care Facilities, Community Programs and other Registrants

FROM: Department of Public Health, Drug Control Program

DATE: March 6, 2002 (Revised October 15, 2002)

RE: Drug Incident Reporting Protocol

Beginning on Monday, March 11, 2002, the Drug Control Program (DCP) instituted a new, more efficient procedure for reporting the loss, tampering or theft of any controlled substance, in accordance with 105 CMR 700.005(D). Rather than reporting a drug loss by telephone, facilities should now complete a Drug Incident Report (DIR) form and fax it to the DCP. The DIR form can be obtained by visiting our website at www.mass.gov/dph/dcp and clicking on the "Drug Incident Report form" link under the "Drug Diversion" section of the site, which is listed under the "DCP Programs" heading. If a registrant does not have access to the internet, a DIR form can also be obtained by calling the DCP between the hours of 8:45 am and 5:00 pm, Monday through Friday and requesting a form be faxed to you.

To report any drug discrepancy, kindly fill out the DIR form completely and fax it to the DCP at (617) 524-8062 within 24 hours of discovery.

The submission of the DIR form will satisfy the requirements for both a telephonic and written report (the latter is currently required within seven days of discovery). However, facilities should submit subsequent relevant information, if discovered. Registrants that are required to complete a DEA 106 should still submit a copy to DCP as well.

If you have specific questions regarding this protocol, please contact Michael Mozzer, Assistant Director for Operations at (617) 983-6733 or michael.mozzer@state.ma.us.